

MEMORANDUM

TO: ARSC Faculty
Fulbright College

FROM: Donna Draper, Director of Faculty Services

DATE: August 16, 2023

SUBJECT: Off-Campus Duty Assignment Guidelines and Cover Sheet

The links to the Academic Policy Series web sites are listed below. The OCDA proposal guidelines can be found at [APS 1435.40A](#). Please keep in mind that the guidelines must be strictly followed. The OCDA cover sheet may be found at [APS 1435.40B](#) and is an interactive form. Each applicant must complete, sign, and attach the cover sheet ([APS 1435.40B](#)) to their proposal.

Chairs: Chairs must attach a letter of endorsement to the faculty member's OCDA cover sheet and proposal. This letter should include a statement indicating how the applicant's usual duties will be performed in his or her absence. If there is more than one applicant from the department, chairs should also provide a separate statement to the dean assigning priority to each applicant's proposal. No more than 20% of departmental faculty should be recommended for OCDA per semester.

OCDA policy: <https://provost.uark.edu/policies/143540.php>

OCDA guidelines: <https://provost.uark.edu/policies/support/143540a.php>

OCDA form: <https://provost.uark.edu/policies/143540b.docx>

The faculty proposals for Off-Campus Duty Assignments *with attached chair recommendations and prioritized rankings* should be sent electronically to Donna Draper ddraper@uark.edu by **Friday, October 6, 2023**. **This is a firm deadline. No late proposals will be accepted.**